

TITLE COMPANIES

COMPANY NAME: _____ **NAIC Company Code:** _____

Contact: _____ **Telephone:** _____

REQUIRED FILINGS IN THE STATE OF: South Carolina

Filings Made During the Year 2006

(1) Check- list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE **	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 1/2" x 14")	1	1	xxx	3/1	NAIC	
	1.1	Printed Investment Schedule detail (Pages E01-E25)	1	1	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	1	1	xxx	5/15, 8/15, 11/15	NAIC	
		II. NAIC SUPPLEMENTS						
	11	Investment Risk Interrogatories	1	1	xxx	4/1	NAIC	
	12	Management Discussion & Analysis	1	1	xxx	4/1	Company#	
	13	Schedule SIS	1	N/A	N/A	3/1	NAIC	
	14	Statement of Actuarial Opinion	1	1	xxx	3/1	Company	
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written by Agency	1	1	xxx	4/1	NAIC	
		III. ELECTRONIC FILING REQUIREMENTS						
	30	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	31	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	32	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	33	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	34	Quarterly Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	35	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	36	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
		IV. AUDITED FINANCIAL STATEMENTS						
	51	Accountants Letter of Qualifications	1	N/A	N/A	6/1	Company	U
	52	Audited Financial Statements	1	1	xxx	6/1	Company	
	53	Audited Financial Statements Exemption Affidavit	0	N/A	N/A	See Note	Company	V
	54	Independent CPA Rotation	1	N/A	N/A	See Note	Company	W
	55	Notification of Adverse Financial Condition	1	N/A	N/A	Within 5 days of receipt from CPA	Company	
	56	CPA "Awareness " Letter	1	N/A	N/A	6/1	Company	Z
	57	Report of Significant Deficiencies in Internal Controls	1	N/A	N/A	7/31	Company	X
	58	Request for Exemption to File	0	N/A	N/A	See Note	Company	V
	59	Extensions for Filing Audited Financial Statements	1	N/A	N/A	See Note	Company	Y
	60	Request to File Consolidated Audited Annual Statements	1	N/A	N/A	1/31	Company	
	61	Notification of Change in CPA Letters	1	N/A	N/A	See Note	Company	AA
		V. STATE REQUIRED FILINGS						
	101	Certificate of Compliance of Advertising. See 25A S.C. Code Ann. Regulation 69-17, Section 17. (Insurers Writing A&H, Only)	1	0	1	3/1	Company	O
	102	Filings Checklist (with Column 1 completed)	1	0	xxx	3/1	State	
	103	Holding Company Registration Statement	1	0	xxx	3/1	State	
	104	Premium Tax Form	1	0	1	3/1	State	P
	105	SC Health Insurance Pool Assessment Base Reporting Form	1	0	1	3/1	State	Q
	106	State Filing Fees	1	0	1	3/1	State	R
	107	Comprehensive Annual Analysis	1	0	0	3/15	State	N

	108	Comprehensive Annual Analysis Checklist	1	0	0	3/15	State	N
	109	Comprehensive Quarterly Analysis	1	0	0	5/30, 8/29, 11/29	State	N
	110	Comprehensive Quarterly Analysis Checklist	1	0	0	5/30, 8/29, 11/29	State	N
	111	Market Value of Securities Which are on Deposit With This Department as of June 30, 2006 form.	1	0	1	8/1	State	O

***If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.**

****If Form Source is NAIC, the form should be obtained from the appropriate vendor.**

#Denotes a new NAIC blank.

		NOTES AND INSTRUCTIONS	
A	Required Filings Contact Persons:	Tim Campbell, Chief Financial Analyst Office of Financial Analysis tcampbell@doi.sc.gov 803-737-6109	Premium Tax Form Questions: Mary Sturkie msturkie@doi.sc.gov 803-737-6082
B	Mailing Address:	Physical Address: South Carolina Department of Insurance 300 Arbor Lake Drive, Suite 1200 Columbia, SC 29223	Mailing Address: South Carolina Department of Insurance Post Office Box 100105 Columbia, South Carolina 29202-3105
C	Mailing Address for Filing Fees:	See Note B.	
D	Mailing Address for Premium Tax Payments:	See Note B.	
E	Delivery Instructions:	All required filings must be physically received in this Department no later than the indicated due date. If the due date falls on a weekend or a holiday, the next business day will be considered the due date.	
F	Late Filings:	Companies will be fined for a late filing on a case-by-case basis.	
G	Original Signatures:	Original signatures are required on all required filings.	
H	Signature/ Notarization/ Certification:	Required annual statements must be verified by at least two of its principal officers, at least one of whom prepared or supervised the preparation of the annual statement. [See S.C. Code Ann. Section 38-13-80(A)]	
I	Amended Filings:	Amended items must be filed within 10 days of their amendment, along with an explanation of the amendments. The signature requirements for the original filing should be followed for any amendment.	
J	Exceptions From Normal Filings:	Foreign companies should supply a written copy of any exemption or extension received by its state of domicile at least 10 days prior to the filing due date to receive an exemption or extension from this State. Domestic companies should apply for an exemption or extension at least fifteen days prior to the filing due date.	
K	Bar Codes:	Required only for NAIC filings. Please follow the instructions in the NAIC Annual Statement Instructions.	
L	Signed Jurat Page:	Not required from foreign insurers.	
M	NONE Filings:	See NAIC Annual Statement Instructions.	
N	CAA and CQA:	See "Attachments to 2006 State Filing Checklist" at: http://www.doi.sc.gov/Eng/Public/Company/Company.aspx#Instructions	

O	Special Filings:	<p>1. Certificate of Compliance of Advertising (all insurers writing A&H, only) pursuant to 25A S.C. Code Ann. Regulation 69-17, Section 17B. Each insurer required to file an Annual Statement which is now or which hereafter becomes subject to the provisions of these rules must file with this Department, with its Annual Statement, a Certificate of Compliance executed by an authorized officer of the insurer wherein it is stated that, to the best of his knowledge, information and belief, the advertisements which were disseminated by the insurer during the preceding statement year complied or were made to comply in all respects with the provisions of these rules and the Insurance Laws of this State as implemented and interpreted by these rules.</p> <p>2. Market Value of Securities Which are on Deposit With This Department as of June 30, 2006 form. See “Attachments to 2006 State Filing Checklist” at: http://www.doi.sc.gov/Eng/Public/Company/Company.aspx#Instructions</p>
P	Premium Tax Form:	The South Carolina Premium Tax Form will not be mailed to companies. It can <i>be</i> downloaded from: http://www.doi.sc.gov/Eng/Public/Company/Company.aspx#Instructions
Q	SC Health Insurance Pool Assessment Base Reporting Form:	The SC Health Insurance Pool Assessment Base Reporting Form will not be mailed. See “Attachments to 2006 State Filing Checklist” at: http://www.doi.sc.gov/Eng/Public/Company/Company.aspx#Instructions
R	Filing Fees:	South Carolina’s filing fees are strictly retaliatory. Companies will show filing fees on Schedule 02, Column B of the South Carolina Premium Tax Form.
S	Actuarial Opinion Summary	<p>In addition to Statements of Actuarial Opinion filed with annual financial statements on or before March 1 each year, the new Instructions require the filing of an Actuarial Opinion Summary (AOS) by March 15 annually. This state requires one copy to be filed. The AOS will be maintained as confidential by the Department pursuant to S.C. Code Ann. Section 38-13-160 (2002).</p> <p>The AOS must be prepared as prescribed by the instructions including but not limited to:</p> <ul style="list-style-type: none"> • the actuary’s range of reasonable estimates and/or point estimates for loss and loss adjustment expense reserves • the difference between the insurer’s carried reserves and the point estimate and/or range of reasonable estimates • an explanation of any exceptional adverse development
T	Notification of a Change in Actuary	<p>Pursuant to the new instructions, three different letters must be filed with the Department when a company appoints an actuary other than the one responsible for the immediately preceding filed statement of actuarial opinion:</p> <ul style="list-style-type: none"> • A notification of replacement letter must be filed within 5 days of the change in actuary, • A letter stating whether there were disagreements with the former actuary during the 24 months prior to the change must be filed within 10 days of the first notification letter, and • A letter from the former actuary stating that they either agree or disagree with the contents of the second letter, and if not, stating the reasons for which they do not agree, and the insurer shall furnish such responsive letter from the former actuary to the domiciliary Commissioner together with their own.
U	Accountants Letter of Qualifications	Statement that the independent CPA consents to the requirements of S.C. Code Section 38-13-80 and, more specifically, the NAIC Annual Statement Instructions – Annual Audited Financial Reports (relating to definitions, availability and maintenance of independent certified public accountant workpapers) and that the independent CPA consents and agrees to make available for review by the Director, the Director’s designee or Department examiners, the workpapers, as defined in the NAIC Annual Statement Instructions – Annual Audited Financial Reports, Paragraph 13.
V	Audited Financial Statements Exemption Affidavit	Automatic if company meets criteria set forth in NAIC Annual Statement Instructions – Annual Audited Financial Reports, Paragraph 4. Therefore, a request for exemption or an affidavit of exemption is not required.
W	Independent CPA Rotation	A partner or other person responsible for rendering an audited financial report may not act in that capacity for more than 7-consecutive years. Following a 7-year period of service, the person will be disqualified from acting in that or similar capacity for the same insurer or its insurance subsidiaries or affiliates for 2 years. An insurer may apply in writing, by January 31, 2006 seeking relief from the rotation requirement because of unusual circumstances.

X	Report of Significant Deficiencies in Internal Controls	Due within 60 days of the filing of the audited financial report only if significant deficiencies are noted and remedial actions are not described in the audited financial report.
Y	Extensions for Filing Audited Financial Statements	Extensions of the filing date may be granted by the Director for 30-day periods upon showing, by the insurer and its independent certified public accountant, the reasons for requesting an extension by the Director. The request for extension shall be submitted in writing at least 10 days prior to the due date in sufficient detail to permit the Director to make an informed decision with respect to the requested extension.
Z	CPA "Awareness" Letter	Stating that the independent CPA is aware of the provisions of the insurance statutes and regulations that relate to accounting and financial matters of the State in accordance with whose regulation the audited financial report is made and affirming that the independent CPA will express an opinion on the financial statements in terms of their conformity to the statutory accounting practices prescribed or otherwise permitted by the Department, specifying the exceptions the independent CPA may believe appropriate.
AA	Notification of Change in CPA Letters	Pursuant to the NAIC Annual Statement Instructions – Annual Audited Financial Reports, Paragraph 6, three different letters must be filed with the Department when a company engages a CPA other than the one responsible for the immediately preceding filed annual audited financial statement: <ul style="list-style-type: none"> • A notification of dismissal, resignation, etc. letter must be filed within 5 days of the change in CPA, • A letter stating whether there were disagreements with the former CPA during the 24 months prior to the change must be filed within 10 days of the first notification letter, and • A letter from the former CPA stating that they either agree or disagree with the contents of the second letter must be filed within 60 days of the first letter.

General Instructions For Companies to Use Checklist

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The ***March Electronic Filing*** includes all annual statement data, detail for investment schedules and all supplements due March 1.

The ***March .PDF Filing*** is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental .PDF Filing*** is the .pdf file for all supplements due April 1.

The ***Quarterly Electronic Filing*** includes the quarterly statement data.

The ***Quarterly .PDF Filing*** is the .pdf for quarterly statement data.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX4) Task Force. XXX appears in the “Number of Copies” “Foreign” column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: “NAIC,” “State,” or “Company,” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing instructions (generally, on its web site). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.